



City of Nashua

Central Purchasing
229 Main Street
Nashua NH 03060

March 11, 2015

REQUEST FOR PROPOSALS

Scrap Metal Recycling Program RFP0741A-032615

The City of Nashua, Division of Public Works, Solid Waste Department, is seeking proposals from qualified firms for live-loading, transporting and processing / recycling scrap metal from the Four Hills Landfill / Nashua Recycling Center. The following services shall be included: providing the necessary 100-yard trailers at the Nashua Recycling Center, transporting materials to a Materials Processing Facility, and sorting, preparing and marketing the materials for recycling.

The contract award will be for three years, subject to annual budget appropriations and at the City's discretion, commencing on or about July 1, 2015 and ending June 30, 2018.

INSTRUCTIONS TO VENDORS:

All proposals must be submitted in **triplicate** with **one (1) original and two (2) copies**, no later than **4:00 PM, Thursday, March 26, 2015** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope clearly marked "**Scrap Metal Recycling**". All items to complete the project must be included within the Proposal and must be submitted in the format provided addressing the items specified in the proposal specifications.

Complete specifications and related documentation is available on our web site, www.nashuanh.gov, under Citizen Favorites, Current Bid Opportunities, and document **RFP0741A-032615**. Names of those responding will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening.

Delivery of the Bids shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua. The City reserves the right to negotiate with the lowest responsible bidder for a lower bid price when the best interests of the City will be served. A sample contract is attached. (Document RFP0741A-032615 SAMPLE CONTRACT) All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful contractor prior to commencement of work. Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence
\$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit
***Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:
\$100,000 / \$500,000 / \$100,000
(Sole Proprietors **not** subject to Workers' Compensation requirements)

The City of Nashua must be named as an additional insured.

The following is the solicitation schedule for this procurement:

	Date	Time
Deadline for visits or questions to be submitted in writing *	Tuesday March 17, 2015	4:00 PM
Answers/clarifications posted	Thursday March 19, 2015	4:00 PM
Bid Due	Thursday March 26, 2015	4:00 PM Purchasing Department
Award Date	TBD	TBD

*All inquiries concerning this RFP including, but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Sally Hyland
Recycling Coordinator
Solid Waste Department
840 West Hollis St.
Nashua Recycling Center
Nashua NH 03062
Email: hylands@nashuanh.gov

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's RFP Solicitation Coordinator (see above) **no later than Tuesday March 17, 2015 at 4:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB0741A-032315** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **Thursday March 19, 2015, at 4:00 PM**.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City is exempt of all taxes. All firms must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a (supplier) contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact Sally Hyland, Recycling Coordinator via email at hylands@nashuanh.gov with questions related to this Request for Proposals

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashuanh.gov

**REQUEST FOR
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The Division of Public Works, Solid Waste Department seeks proposals for pickup, transportation and processing Scrap Metal recyclable materials - collected at the City of Nashua's Four Hills Landfill / Nashua Recycling Center. The following services shall be included: providing the necessary 100-yard trailers (quantities as determined by the Solid Waste Department) at the Nashua Recycling Center and transporting materials to a Processing Facility for preparing and marketing the materials.

1. INSTRUCTIONS

The specifications herein describe the **minimum** acceptable features and performance requirements for providing this service.

Vendors are to have thoroughly read and understood these specifications prior to proposal submission.

Vendors are required to submit proposals on the Forms provided. Extra pages may be used, if necessary. A summary of the vendor's proposal shall be submitted in Attachment B, "**PROPOSAL SUMMARY.**"

Any deviation from the specifications as listed in this RFP should be highlighted and explained in the **PROPOSAL SUMMARY.**

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later. **Contracts are subject to funding approval.**

All items to complete the project must be included within the Proposal.

2. DEFINITIONS

The following words and terms shall, for all purposes of this Proposal, have the following meanings, unless the context clearly indicates a different meaning or intent:

"Acceptable Material" means scrap metal, including but not limited to those materials listed herein under section 5.(a) Operation.

"Agreement" means the contract between the successful vendor and the City of Nashua.

"Annual Tonnage" means the tons of acceptable material from the City that is picked up, hauled and processed each service year by the successful vendor.

"City" means the City of Nashua, New Hampshire.

"Effective Date" means the date the contract is to begin (Tentatively July 1, 2015).

"Facility" means the processing facility equipped, owned or leased, operated and maintained by the vendor, including all associated real property, equipment and appurtenances thereto.

"Gross ton" means 2,240 pounds.

"Holiday" means the following annual days, as observed: New Year's Day, Martin Luther King Civil Rights Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas.

"Long ton" means the same as "gross ton" or 2,240 pounds.

"Service Year" means a twelve (12) month period, corresponding to the City's fiscal year, which begins on the first day of the month of July of a calendar year and extends through the last day of June of the next calendar year (or a lesser time pro rata in the event of termination prior to the conclusion of a full year of service), during which hauling and processing of Acceptable Materials are provided to the City by the successful vendor. The first "Service Year" shall commence on or about July 1, 2015 and end June 30, 2016.

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"Scrap Metal" means the metal portion of the waste stream. This includes items such as, but not limited to, white goods, water heaters, metal roofing, duct work and all other ferrous and non-ferrous metals

"State" means the State of New Hampshire.

"Short Ton" means 2000 U.S. pounds.

"White Goods" means appliances such as washing machines, dryers, equipment that has had refrigerants evacuated (refrigerators, freezers, etc.).

3. TERM of AGREEMENT

The contract award will be for three years, at the City's discretion and subject to annual budget appropriations, commencing on or about July 1, 2015 and ending June 30, 2018.

4. BASIS OF AWARD

A contract will be awarded for the proposal that is most advantageous to the City, with consideration given to the comprehensiveness and feasibility of the proposal, price, references, and the experience, qualifications, and the compliance and legal history of the vendor and any proposed subcontractors. The City may conduct discussions with responsible vendors prior to selection. Upon approval by the City, a Notice of Award shall be given to the successful vendor, and a purchase order issued for the first fiscal year of the Agreement.

The City of Nashua has a right to reject any or all proposals, and to waive any item, prior to awarding of contract.

The following attachments shall be submitted with the proposal:

Attachment A "VENDOR INFORMATION"

Statement of Qualifications, history, experience, regulatory compliance status, and contact information for the officers of the company and the project manager for this Agreement, for the Vendor and any sub-contractor.

Attachment B "PROPOSAL SUMMARY"

A description of the vendor's overall proposal must be provided, followed by responses on the forms provided, to the specific information requested about products and services.

Attachment C "FINANCIAL PROPOSAL"

Scrap Metal Recycling

Attachment D "VENDOR REFERENCES"

Provide at least three (3) references from communities similar in size and program description to the City of Nashua, where the Vendor has at least one-years' experience with handling the materials for each community. Include the name, title, phone number and e-mail for the contact person.

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5. SCOPE OF SERVICES

The successful vendor shall be responsible for all aspects of providing the requested service: the pickup and hauling of Scrap Metal from the Four Hills Landfill / Nashua Recycling Center; the processing, marketing and shipping of these materials; the disposal of any residue; the maintenance of records and provision of documents and reports to the City; and the care and maintenance of equipment furnished for this program and any other associated items. Upon acceptance of the materials, the successful vendor shall be responsible for all handling of these materials.

5.a Operation

The successful vendor must accept all materials that are delivered to the Nashua Recycling Center during the term of its contract. The vendor shall provide to the City a list of materials and grades currently accepted at the vendor facility, and any minimum quality specifications, including allowable contamination limits. The vendor shall also provide a description of unacceptable materials and shall be responsible for inspecting designated materials upon delivery. Once said materials are accepted, they shall be the property and sole responsibility of the successful vendor.

If materials are rejected or downgraded by the successful vendor, the City must be notified as to why, by the next business day following the day the rejection or downgrade occurred. Digital photographs of the rejected or downgraded materials shall accompany this notification. The City must be provided with an opportunity for on-site inspection of materials in question.

If the successful vendor fails to pick up or accept materials because of facility or service failure, without exclusion, even from a force majeure event, the successful vendor shall be responsible for providing alternative collection, hauling and processing services and compensating the City for any additional costs.

Materials currently accepted at the Nashua Four Hills Landfill/Recycling Center, and which shall be included in the vendor's proposal, include (but are not limited to):

Scrap Metal

- White goods, including refrigerant appliances with CFCs evacuated
- Water heaters
- Gas Grills (NO propane tanks)
- Metal roofing
- Duct work
- Ferrous metals
- Non-Ferrous metals

Annual tonnage of Scrap Metal is estimated at 650 to 1250 (short) tons.

Quantities of acceptable materials do fluctuate and shall not be construed as warranties or guarantees of the quantities that will actually be provided by the City of Nashua.

Materials shall be transported from the Nashua Four Hills Landfill/Recycling Center by the successful vendor's staff and equipment; Solid Waste Department equipment and staff shall be available for live loading the vendor's trucks. The pickup schedule shall be sufficient to keep the storage area for scrap metal reasonably clear, and shall be coordinated with the Solid Waste Department.

During the term of the Agreement between the successful vendor and the City, or any extension thereof, Nashua may expand the definition of Acceptable Materials to include additional materials which are mandated to be managed by any State or federal agency or which are agreed to by the successful vendor and the City.

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5.b Transportation

The successful vendor shall provide transportation of materials directly from the Nashua Four Hills Landfill/Recycling Center to the processing facility, utilizing vendor-supplied trucks and drivers to deliver materials to the destination facility. Pickup and hauling of loads of material by the vendor at the Nashua Four Hills Landfill/Recycling Center shall be during the hours of 8 am and 2:30 pm, Monday through Friday, and loading must be completed by 2:30 pm.

Rain and ordinary snow accumulations shall not be grounds for the cancellation or delay of pickup or delivery unless both the vendor and the City agree that travel should not occur for safety or health reasons.

The City shall have the right of access to all portions of the vendor's facility at all reasonable times, for purposes of inspection, monitoring and conducting tours. The City's rights of access shall be conditioned upon compliance with reasonable safety rules and regulations of the facility.

5.c. Equipment

The successful vendor shall provide and maintain sufficient equipment, in good working condition, to enable proper servicing of this agreement.

5.d. Processing Facility

The vendor shall provide a description of the processing facility, including the type of equipment used and a process flow diagram. Please indicate the number of years of operation, capacity, hours of operation and any scheduled shutdowns. A tour of the facility for City officials will be arranged at a mutually convenient time, if possible within two weeks of submittal of the Proposal.

5.e. Marketing Materials

At the request of the City, the successful vendor must be prepared to identify all processing facilities, secondary haulers, and markets it intends to use for processing and recycling the materials. This information will be kept confidential upon request. The successful vendor must also minimize the amount of material entering the processing facility that is disposed of as unrecyclable residue.

If, at any time during the life of the contract, there is a change in the processing and / or marketing facility used, the successful vendor shall request the City's approval for such a termination, amendment or replacement (60) days prior to the effective date of such termination, amendment and / or replacement and shall provide the City with the name, address and phone number of the new Processor's office, the name of an individual responsible for the processing operation, the site of storage and / or processing of the recyclable material, and the names and addresses of the processor's secondary haulers and end markets.

5.f. Reporting Requirements

5.f.1. Scale Weights

The successful vendor must agree to accept the scale receipts of the Four Hills Landfill as the official measure of weight. One gross ton of scrap metal weighs two thousand two hundred forty pounds.

5.f.2. Records and Reports

The successful vendor shall provide the City with a monthly activity statement and any supporting documentation requested, of all tonnage accepted, and a statement of account for costs. These monthly statements shall be provided to the City by the end of the second week of each month for the previous month.

An annual report detailing the previous year's activities shall be provided to the City by February 1.

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6. REGULATORY COMPLIANCE

The VENDOR must state that it shall have all federal, State and / or local permits or licenses as are required to carry out its obligations under an Agreement with the City, and that during the term of an Agreement with the City it shall carry out its obligations under such Agreement in compliance with all applicable provisions of federal, State and local law and regulation, and any applicable judicial and administrative interpretations thereof. The vendor shall warrant that should it contract with any other entity to carry out its obligations under an Agreement with the City, it shall insure that such entity carries out such obligations in compliance with all applicable provisions of federal, State and local law and regulation, and any applicable judicial and administrative interpretations thereof.

The Agreement between the successful vendor and the City shall be governed in accordance with the laws of the State of New Hampshire. Any action, claim or dispute shall be presented to a court or agency in the State of New Hampshire.

7. RECORDS and ACCESS

The successful vendor shall maintain record of amounts of acceptable materials delivered from the City.

The successful vendor shall maintain books and records in accordance with generally accepted accounting principles and practices. The successful vendor shall make available to the City all books and records necessary to verify the amount of material picked up from the City.

8. FEES and PAYMENTS

The successful vendor shall render to the City a monthly statement with all necessary and reasonable supporting documentation. This information will be used for establishing payments due and revenues from the successful vendor.

9. ASSIGNMENT, AMENDMENT, DEFAULT and TERMINATION of AGREEMENT

The Agreement between the successful vendor and the City shall not be terminated by either party, except as specifically provided in the Agreement.

The persistent or repeated failure or refusal by the successful vendor to fulfill any of its obligations in accordance with the provisions of an Agreement with the City shall constitute a default.

No assignment of the Agreement between the City and the successful vendor, or any right occurring under such Agreement, shall be made in whole or part by the successful vendor without the express written consent of the City; in the event of any assignment, assignee shall assume the liability of the successful vendor.

The Agreement between the City and the successful vendor may not be amended except in writing agreed to, executed and delivered by both parties.

10. INSURANCE

The successful vendor shall maintain for the duration of the contract all required insurance and indemnification coverage as spelled out in detail in the contract.

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11. CONTACT

City of Nashua
Division of Public Works, Solid Waste Department
840 West Hollis Street
Nashua NH 03062
(603) 589-3410
ATTN: Sally Hyland, Recycling Coordinator
hylands@nashuanh.gov

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REQUIRED FORMS

ATTACHMENT A

VENDOR INFORMATION

Statement of Qualifications, history, experience, regulatory compliance status, and contact information for the officers of the company and the project manager for this Agreement, for the vendor and any sub-contractor.

ATTACHMENT B

PROPOSAL SUMMARY

Detail the plan for meeting the requirements of this IFB.

ATTACHMENT C

FINANCIAL PROPOSAL

ATTACHMENT D

VENDOR REFERENCES

Provide at least three (3) references from communities similar in size and program description to the City of Nashua, where the vendor has at least one-years' experience with performing similar services for each community. Include the name, title and phone number for the contact.

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ATTACHMENT A

VENDOR INFORMATION

Please describe the company's qualifications for this work, including its history, current position in the recycling industry, and any other pertinent information. (Use additional pages, if necessary)

Please supply the contact information (name, title, phone # & e-mail) for the officers of the company and for the project manager for the account of the Nashua Solid Waste Department.

NAME / TITLE	PHONE	EMAIL

Vendor Name & Address: _____

Phone: _____ **Fax:** _____ **e-mail:** _____

_____ (Authorized Signature)	_____ (Date)
---------------------------------	-----------------

(Printed/Typed Name & Title)

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ATTACHMENT B

PROPOSAL SUMMARY

(Submit additional pages, if necessary)

Please explain how the vendor will meet the requirements of this RFP. Note any and all exceptions to proposal specifications.

Vendor Name & Address: _____

Phone: _____ Fax: _____ e-mail: _____

(Authorized Signature)

(Date)

(Printed/Typed Name & Title)

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ATTACHMENT C

FINANCIAL PROPOSAL

Scrap Metal Recycling (based on short ton, 2,240 pounds)

CHARGES: Specify any costs on a per ton and / or per load basis.

REVENUE SHARING: Specify the formula to determine payment to the City of Nashua. Identify the industry index to be used in the formula.

Vendor Name & Address: _____

Phone: _____ Fax: _____ e-mail: _____

(Authorized Signature)

(Date)

(Printed/Typed Name & Title)

